

MINUTES

Attleboro Public Library
Board of Trustees

11/8/2017 6:09 PM | *Meeting called to order by Charlie Oliver*

In Attendance

Trustees: Linda Binns, Vic Bonneville, John Carty, Cathleen DeSimone, Charlie Oliver, Eileen Struminski

Staff: Joan Pilkington-Smyth

Avery update: Joan provided an update on the current condition of Avery Earle, the APL staff member who was seriously injured in a car accident on her way home after working at the library. Her condition is improving but she is facing a long recovery.

It is unknown when Avery will be able to return to work at APL.

Approval of Minutes

Meeting minutes from Sept. 13, 2017 reviewed and approved as submitted.

Meeting minutes from Oct. 11, 2017, amended to reflect that the Friends are in possession of the \$19,500.00 check from the Attleboro Foundation; minutes approved as amended.

Business Required by Law:

Joan reported that she has submitted an update to the 5 year plan re: FY19 to reflect the addition of wellness programming. The update was approved by the City.

Treasurer's Report

John reported that he was exploring the possibility of changing the annual audit report from a full audit to a review report. This change could result in a reduction of fees. John said he has asked the city auditor if this change would be acceptable.

Checking account balance as of September 30, 2017 was \$24,900.00. Warrant #4 in the amount of \$2499.33 reviewed and approved. Gifts and donations totaling \$210.00 received and accepted. Warrant #5 in the amount of \$2564.38 reviewed and amended to reflect item 17 be changed from C-1 expense to a C-7 expense; approved as amended. (No gifts or donations included on warrant #5.)

Committee Reports:

No committee reports at this time but Charlie suggested that a search committee will be needed for the APL director job. Charlie and Eileen will be meeting with the Attleboro personnel director to discuss hiring process and related

matters. All agreed that this process must be addressed in a timely fashion because we do not want to have a lapse in library leadership; thus we need to have the new director in place in time for Joan's retirement.

Director's Report

Written report submitted and reviewed. Joan reported that leaks have reappeared but unsure if leaks are from roof or HVAC or both. Bids are being accepted to conduct a thorough study of the roof and entire top of the building (including HVAC, gutters, etc.) to identify source of on-going water issues. Joan also reported that the charging station has been ordered and that the exercise bikes have been installed in the children's room. Joan updated the board about the status of long overdue books taken out by some families. One family has returned most of the overdue books but is still in possession of others. Joan is working with other families to get other overdue items returned. Due to planned staff vacations and Avery's medical issues, Joan is asking the city for permission to hire a temporary staffer who would work approx. 15 hrs/wk. The column moldings on the second floor are in need of repair but said repair could be costly if there are lead and/or asbestos issues involved. The library intern is working on a project to expand wellness programming at APL and is working with community partners to explore potential space and event ideas.

Unfinished Business: None

New Business:

The South Attleboro Lions have requested that the board pick a statue design and location for the statue donation they will be making to APL. This matter will be discussed further at the December meeting. Joan said the library has been asked to participate in a Community Engagement Initiative at AHS on November 30th and she asked if some trustees would attend the event. Linda, Cathleen, and Eileen expressed interest and Joan will forward event details to trustees.

Next Meeting

Meeting adjourned. Next meeting December 13, 2017.